

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Trainer (Program/Safety Officer/Supervisor)

ANNOUNCEMENT NO. 121-2015

SALARY: SS-413 / Minimum 25,854 / Maximum 54,434 annually

LOCATION: LANG- YCP-CM, Camp Minden, Minden, Louisiana

OPEN: 14 October 2015

CLOSE: 28 October 2015

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Working knowledge of Windows and Microsoft Office, including Word, PowerPoint, Excel, Access and Outlook. Must be available for some overnight travel. Able to organize, coordinate and supervise all cadet activities, to include on-post and off-post activities and community service with an understanding of the unique properties of each as well as the overall goals of the Youth Challenge Program. Tact, patience and organizational skills are a must.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Primary advisor to the Executive Level pertaining to training program and the safety program. Responsible for ensuring that all Youth Challenge employees are trained on the state required training and the NGB required training. Responsible for coordinating all training within the Youth Challenge program. Establish a working relationship with other program trainers along with community trainers. Participates in training meetings and post safety meetings. Coordinate all monthly building inspections with the Camp Minden Training Site maintenance officer. Coordinate all fire extinguisher inspections with the YCP-CM facility safety officer. Coordinate any other program training and safety training as needed. Coordinate with all leads on training folders for all employees. Conduct a basic course training for every employee in the Youth Challenge program. Conduct a cadre course training for all employees in the cadre department. Conduct quarterly safety training with all employees of the YCP. Conduct new employee training IAW the YCP new employee training MOI. Incorporate all resources available to enhance the training. Conduct a 3 day cadre new employee training. Purchase, maintain, and issue required material for training. Safety Training Requirements: Manage the safety policy, drivers safety program, coordinate trainers for sexual harassment and sexual assault, first aid, CPR, violence in the work place, state employee drug testing policy, Youth Challenge Training requirements: Conflict resolution or non-violent crisis intervention (CPI), CPR, First aid, AED certification, gang awareness, Confidentiality training, Cadre Course, Basic Course, CPIC II, hands of policy, vulgar language policy, and Mandatory Reporting Training. Arrange for all training locations and personnel receiving the training. Additional courses and training events are subject to be added on an 'As Needed' basis. Develop and update the YCP-CM training SOP. Maintain all training folders for all employees of YCP-CM. Maintain all safety folders for all employees of YCP-CM. Report weekly all training reports to the Deputy Director YCP-CM. Update all training conducted per employee in the data base. Coordinate with the YCP-CM office manager for employees. Maintain a current training status brief for the Executive level. Participate in all training certification courses. Participate in the Rappel course training and assist with the rappel course. Maintain and coordinate all risk management worksheets pertaining to staff and cadet activity. Follow all rules set forth in YCP Regulation 350-12 (Treatment of Cadets at YCP). Ensure that program standards and policies are followed. Recruit potential cadet and cadre applicants. Responsible for credit card purchases, accountability of purchases, documentation, and submission of required documentation. Completion of SHARP Training and fosters sexual harassment free environment. Complete all training to include Ethics and Suicide Prevention. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay
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